

<p align="center">STATE OF VERMONT Agency of Administration</p>		
<p align="center">POLICY MANUAL IRMAC INFORMATION RESOURCE MANAGEMENT ADVISORY COUNCIL</p>	<p align="center">ORIGINAL POLICY ADOPTED BY IRMAC</p>	<p align="center">ORIGINAL POLICY NUMBER</p>
	<p>DATE:</p>	
	<p align="center">EFFECTIVE DATE</p>	<p align="center">IDENTIFIER</p>

STATUTORY REFERENCE OR
OTHER AUTHORITY:

Re: Sorrell memo (date)

APPROVAL DATE:

APPROVED BY:

Secretary of Administration

POLICY TITLE:

Review of Contracts for Information Technology Commodities and Services

POLICY STATEMENT:

Contracts for software, equipment and/or personal services, which are related to Information Technology, will be reviewed by the Chief Information Officer prior to being sent to the Secretary of Administration for signature.

Contracts in excess of \$10,000 which do not require the signature of the Secretary of Administration must also be sent to the Chief Information Officer for review and comment.

PURPOSE/COMMENT:

The purpose of this policy is to ensure that:

- 1) Acquisition of hardware and software is consistent with the State of Vermont=s Information Technology objectives;
- 2) Prior plans for acquisition of hardware, software or services were submitted and documented in the Five-Year Plan;
- 3) Information Technology contracts are written in conformance with policy _____ in section _____.

FINAL
